



City of Austin - JOB DESCRIPTION



Animal Health Technician Lead

FLSA:	Standard/Non-Exempt	EEO Category:	(80) Serv/Maint
Class Code:	10555	Salary Grade:	JB3
Approved:	October 24, 1997	Last Revised:	February 26, 2009

Purpose:

Under general supervision of veterinarians, responsible for leading staff to provide high quality animal health technician services for the shelter, including routine, preventative, surgery and emergency veterinary care of sheltered animals, and conducting behavioral assessments.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Monitor the medical/behavioral status of animals and perform related health care activities to include administration of medical treatment and monitor physical condition of shelter animals;
2. Assist in performing health and behavioral examinations of shelter animals, and accurately and completely document observations, medical treatments, and other health behavior activities;
3. Administer medical treatments (injections, oral) to shelter animals, and monitor physical conditioning of shelter to include providing anesthesia to animals and monitoring after anesthesia;
4. Assist in the euthanasia of animals identified by veterinarians, management, supervisors and/or lead animal health technicians with understanding and compassion for the animal;
5. Monitor the physical condition of animals and advise veterinarians and/or supervisors of ill or injured animals;
6. Assist in performing minor surgical procedures and prepare sheltered animals for ovariohysterectomies and castrations;
7. Schedule rabies observations and documents, and report results;
8. Prepare, transport and document specimens for rabies testing, and report results;
9. Inform public tactfully and courteously about medical treatments for shelter animals.
10. Assist in identifying potential candidates for adoption or rescue;
11. Maintain relevant written medical, inventory and animal records and accurately enter data on computer.
12. Safely and humanely handle and/or restrain animals, and perform certain related health care functions for animals of all species, including monitoring the medical/behavioral status of animals, which are of unknown temperament, and aggressive, sick, wild and injured;
13. Train staff in the safe capture, handling and restraint of animals, including feral, aggressive and dangerous animals;
14. Assist other staff with animals;
15. Attend training.

Responsibilities - Supervisor and/or Leadership Exercised:

- May provide leadership, work assignments, evaluation, training, and guidance to others

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. Adhere to disease management and safety protocols.

Minimum Qualifications:

- Graduation from high school or equivalent plus two (2) years of experience in a related field.

Licenses and Certifications Required:

- Valid Texas Class C Drivers License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.